



TEMPLATE FOR THE TERMS OF REFERENCE OF A SUB-COMMITTEE

Constitution of the Islamic Society of Darwin

Section 23 Role and powers

Section 25 Delegation

Name of group	Eg finance sub-committee, fundraising sub-committee
Membership and appointment	Who can be a member (eg committee members, staff, co-opted members)? How and when are they appointed? How long does the appointment last?
Chairing	If the person in a particular role acts as chair for a sub-committee, this should be included in the role description for that position. For example, the treasurer is usually the chair of the finance sub-committee, so this duty should be part part of the role description for the treasurer.
Frequency of meetings and quorum	How often will the sub-committee meet? How many votes are required to carry a motion?
Record of meetings	How will minutes be recorded? Who will be responsible for taking these?
Reporting mechanism	How will the sub-committee report to the ISD Management? By whom? How frequently?
Functions and delegated authority	Specify the role and purpose of the sub-committee. Specify limits to their authority, ie are they advisory only? Specify when they can make decisions or take action without the specific approval of the ISD Management.

These template terms of reference was produced for members of ISD. It is meant as a guide and does not constitute legal advice. We should adapt it for ISD.

AUTHORISATION

Signature of Executive Management Secretary

____/____/____
Date of approval by the Executive Management
the Islamic Society of Darwin